

# USE TAX DOCUMENT PREPARATION

3696

(No. 43 May 1998)

Purpose/Use:	Process documents on which insufficient sales taxes have been charged.
Reference/Authority:	Board of Equalization.
Source:	N/A.
Forms/Related Documents:	All payable documents.
Due Date(s):	As needed.
Distribution:	Procedure only.

If insufficient sales and use taxes have been charged for a purchase, show the amount subject to additional taxes separately when affixing the CALSTARS codes as follows:

FY	Index Code		PCA	
86	1000	532	02350	2000.00
86	1000	532	02350	500.00

Immediately following the amount subject to additional taxes place the following information:

RPI		
XX	--	XX
(County Code)		(Percentage of tax)

- County code - Choose from the chart below the county in which the merchandise was received by CDF and place the related county code as shown.

A	B	A	B	A	B	A	B
County in which taxable transaction occurred	C O D E	County in which taxable transaction occurred	C O D E	County in which taxable transaction occurred	C O D E	County in which taxable transaction occurred	C O D E
ALAMEDA	01	KINGS	16	PLACER	31	SIERRA	46
ALPINE	02	LAKE	17	PLUMAS	32	SISKIYOU	47
AMADOR	03	LASSEN	18	RIVERSIDE	33	SOLANO	48
BUTTE	04	LOS ANGELES	19	SACRAMENTO	34	SONOMA	49
CALAVERAS	05	MADERA	20	SAN BENITO	35	STANISLAUS	50
COLUSA	06	MARIN	21	SAN BERNARDINO	36	SUTTER	51
CONTRA COSTA	07	MARIPOSA	22	SAN DIEGO	37	TEHAMA	52
DEL NORTE	08	MENDOCINO	23	SAN FRANCISCO	38	TRINITY	53
EL DORADO	09	MERCED	24	SAN JOAQUIN	39	TULARE	54
FRESNO	10	MODOC	25	SAN LUIS OBISPO	40	TUOLUMNE	55
GLENN	11	MONO	26	SAN MATEO	41	VENTURA	56
HUMBOLDT	12	MONTEREY	27	SANTA BARBARA	42	YOLO	57
IMPERIAL	13	NAPA	28	SANTA CLARA	43	YUBA	58
INYO	14	NEVADA	29	SANTA CRUZ	44		
KERN	15	ORANGE	30	SHASTA	45		

Percentage of Tax - Convert the percentage of taxes due to a two-digit number as per the sample below and place it as shown in sample.

.5%	=	05
1 %	=	10
4 %	=	40
4.5%	=	45
6 %	=	60
6.5%	=	65

**FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.**

[\(see next section\)](#)

[\(see Table of Contents\)](#)